100-100U

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS/DAS105900
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Fleet Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005637

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Senior Fleet Analyst	20005633 Project Manager 1

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm Report in location & work hours subject to change.

JOB CODE TITLE Program Administrator 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	On behalf of State Fleet Administrator, plans, directs & oversees analytic unit of Office of Fleet Management (OFM): develops criteria & formats for state agencies' vehicle plans; assists agencies in vehicle plan development; reviews & analyzes agencies' vehicle plans for compliance to ORC & OAC requirements, OFM requirements, departmental directives, executive orders, & best business practices; reviews & analyzes agencies' requests for motor vehicles; provides assistance to agencies regarding requests for motor vehicles; provides recommendations to State Fleet Administrator (SFA) on agencies' requests for motor vehicles; reviews & analyzes data in FleetOhio management information system & /or accounting system & provides fleet analysis, recommendations & prescribed information to SFA or to agencies as directed; reviews & compares state travel mileage reimbursement data to agencies' vehicle plans; makes recommendations to SFA & /or agencies with regard to mileage reimbursement efficiency & adherence to ORC, OAC, executive order, DAS & OFM requirements & guidelines; develops policies & procedures; develops process to review & approve agencies' vehicle assignments; develops random auditing/sampling of agencies' fleet data & performance; provides performance data as specified by SFA. Acts for administrator during absences. Provides program direction for staff & supervises assigned staff: approves leave; administers discipline; creates performance measurements & evaluates performance.	Knowledge of: (1) Fleet Management; (2) state fleet management policies & procedures*; (3) business administration; (4) public relations; (5) supervision. Skill in: (6) operating a PC & associate software (e.g., Microsoft Word, Excel, Access & PowerPoint); (7) Fleet Management Information System (e.g., Fleet Ohio*). Ability to: (8) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (9) communicate effectively in written and oral form; (10) establish friendly atmosphere as supervisor of the work unit.
30	Establishes marketing plan for expanded use of FleetOhio management information system: becomes expert in capabilities & use of FleetOhio garage module & acts in consulting capacity to assist agencies in module use; establishes performance metrics associated with statewide vehicle maintenance and repairs.	Knowledge of: 1, 2*, 3, 4, 5, (11) marketing Skill in: 6, 7,* Ability to: 8, 9, 10, (12) develop comprehensive analytic reports. * developed after employment

JOB CODE 63124

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20073408 Information Technologist 2	Jeffrey Westhoven/cc	1/3/12

Appl 12.29.11 (aw)

100-100U

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS/DAS105900
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Fleet Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005637

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Senior Fleet Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005633 Project Manager 1

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00am TO: 5:00pm Report in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Researches & studies developments in fleet management industry & makes recommendations to SFA: makes recommendations to SFA &/or procurement officials on vehicle specifications or other vehicle related areas; works with consultants on specific fleet management projects; attends fleet management industry conferences & training seminars; acts as trainer at state sponsored training sessions or user group meetings; attends divisional, departmental, state & non-state meetings as representative of SFA, OFM, department, or state.	Knowledge of: 1, 2*, 3, 4, 5, (13) training Skills in: 6, 7* Ability to: 9, (14) prepare and deliver speeches. <u>Position Specific Minimum Qualifications</u> 24 months training or experience managing a fleet of one hundred or more motor vehicles; 24 months training or experience utilizing a sophisticated fleet management information system; 12 months training or experience in the development of vehicle specifications. Certified Fleet Manager Program certification required within 24 months. * developed after employment.

JOB CODE TITLE: Program Administrator 3

JOB CODE: 63124

Appl 12.29.11

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20073408 Information Technologist 2	Jeffrey Westhoven/cc	1/3/12